

OSA-1614-63

25 March 1963

SUBJECT: Implementation of an Engineering Study or  
Change Proposal Procedure

TO : ALL SUPPLIERS

1. In order to provide more uniform procedures and methods between the various Suppliers with regard to expending Engineering effort and fabrication of modification kits under our Time and Materials and Open Call type Contracts the procedures described on the attachment hereto are to be followed as closely as practicable.

2. These procedures will apply to work generated for USAF and the Project and the required approvals will be issued by the respective group as provided in the attachment.

3. Most of the procedures set forth in the attachment are presently being followed in various degrees by the Suppliers therefore, to insure more uniformity, it is requested that all Suppliers follow the proposed procedures. If you have any questions, please do not hesitate to contact us.

Sincerely,

SIGNED

[Redacted Signature Box]

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CD/OSA-DD/R [Redacted]

Distribution: Cy 1 - CD/OSA - Auth. Book I

2 - Firewell

3 - [Redacted]

4 - [Redacted]

5 - M-Honeywell (Florida)

6 - M-Honeywell (Minn.)

✓ 7 - RB/OSA

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**SECRET**ENGINEERING, CHANGES AND SERVICE BULLETINS1. Purpose:

The purpose of this procedure is to provide a uniform method for proposing and recording engineering effort and changes to aircraft and equipment associated thereto. This procedure is established to provide the WSPO and Project Headquarters with the necessary information to evaluate and make decisions regarding changes proposed or under consideration for adoption, and to effect necessary coordination with all interested agencies.

2. Scope:

This procedure covers Engineering Studies and Change Proposals affecting aircraft, aircraft equipment, support equipment and associated materiel, and the issuance of Service Bulletins resulting from such proposals.

3. Definitions:

a. Engineering Study - The term "Engineering Study" as used herein is any proposal to accomplish design or development effort for the purpose of arriving at a major modification; advancing the state-of-the-art; developing new equipment; prototyping fixes for service revealed deficiencies, etc., but not including routine engineering of an in-plant, material substitution or product improvement nature.

b. Change Proposal - The term "Change Proposal" as used herein refers to any proposal to accomplish a change to an article. The Change Proposal will result in a Service Bulletin which serves as a record of the change and prescribes the method of accomplishing the change.

c. Service Bulletin - The term "Service Bulletin" as used herein refers to a publication released by the contractor which outlines the exact method of accomplishing a change to an article step-by-step including any requirement for parts and the disposition of removed parts. The Service Bulletin is normally but not necessarily the result of a Change Proposal.

4. Initiation of Proposals:

a. The Engineering Study shall be initiated by the contractor, in proposal form, either on his own initiative or at the request of Project Headquarters or the WSPO. This proposal will be used by the contractor to submit information such as estimated duration of effort, informal estimate of cost and other information that will materially assist the approving agency in making decisions regarding the proposal. Approval of an Engineering Study will normally but not necessarily lead to development and submission of a Change Proposal. This does not mean that a Change Proposal will always be preceded by an Engineering Study.

b. The Change Proposal shall be initiated by the contractor either on his own initiative or at the request of the Project Headquarters or WSP0. This proposal will be used by the contractor to submit his recommended fix to a known deficiency. It will include such factors as materials involved, estimate of cost, method of accomplishing the change and any other information considered useful to the approving agency in evaluating the desirability of such change and to effect the necessary coordination prior to approval.

c. Both Engineering Studies and Change Proposals will be forwarded direct to the Contracting Officer at Project Headquarters or the WSP0. At the time a proposal is requested by the buying agency, the contractor will be advised in the fullest possible detail of the desired content and type of proposal.

d. Emergency cases requiring immediate action may be reported by wire, or telephone, within security limits, direct to Project Headquarters or the WSP0. Emergency cases so submitted shall be confirmed by submitting a proposal clearly identified as confirming emergency action previously taken.

e. The prime contractor shall submit proposals on equipment fabricated or subcontracted by him. The method of obtaining information and approving proposals on subject equipment shall be as the prime contractor resolves with his subcontractors.

5.

5. Approval of Proposals:

Approval of a proposal and end item effectivity will be made by Project Headquarters and/or the WSP0 individually by letter authorization subsequent to proper coordination. In the case of joint task, approval or disapproval will be coordinated between Project and the WSP0. Approval may be given verbally but will always be confirmed in writing. Approval of a proposal will be the contractor's authority to obtain spares requirements from the depot and to procure and/or fabricate against the requirement. This action will be immediately confirmed by the issuance of a call from the depot against the applicable contract.

6. Four copies of the proposal will be submitted to Project Headquarters or the WSP0 or both. Proposals affecting equipment applicable to only one agency will be submitted to that agency only. Proposals affecting both agencies will be submitted simultaneously to both agencies, and one copy of the proposal will be submitted to the respective Depots. Proposals will be prepared on a locally reproduced form containing the following information in the order outlined. (See attachment 1).

- a. Firm name and address.
- b. Title will be either "Engineering Study" or "Change proposal."
- c. Proposal Number - Each type of proposal will be numbered serially and identified with a contractor prefix. The number will serve to identify the proposal with the contractor, the type of proposal and the particular proposal. (For example: Engineering Study - LAC #2 or Change Proposal - P. E. #23). Revisions to a previously submitted proposal will have the same number as the original proposal followed by a dash number. (For example: Green - Change Proposal #16-1).

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d. The date submitted will be provided.

e. The name of the major component will be supplied for large complex end items such as aircraft or the of the complete article for smaller components such as radios, instruments, etc. The model or type designation, preferably government assigned if available, will be shown.

f. Lowest component - Furnish the most complete practical description of the lowest component affected by the change.

g. Nature of Proposal - This is one of the most important parts of the proposal. Give a full description of what the proposal entails, what equipment is involved, and what facilities are required. Any flight test requirements must be reflected. This is not to be construed as requiring details such as "change AN 3 bolts to AN 4 bolts" but sufficient information will be furnished to permit the approving agency to fully evaluate the scope of the proposal.

h. Reason for Proposal - This is again an extremely important part of the proposal. Here will be reflected the reason the proposal is being submitted, what the proposal will accomplish, and what the effect will be if the proposal is not adopted. If the proposal is based on unsatisfactory reports or field service reports, that fact will be stated listing the reports involved. When the proposal is the result of a communication from Project Headquarters or the WSPO, that fact will be stated identifying the letter, telegram, or other communication.

i. Estimated Cost and Time Involved - An estimate of the cost and time to complete the scope of work of the proposal will be included. This estimate is for planning purposes and will not be binding upon the contractor.

j. Estimated Cost for Kits or Parts - On Change Proposals involving a kit, the estimated cost of the kit will be included if available. The proposal will not be delayed to develop this cost, furthermore, these cost estimates are for planning and will not be binding upon the contractor.

k. Items Affected - The contractor will list the following items and indicate those affected, if any.

- (1) Safety.
- (2) Mission Effectiveness.
- (3) Performance.
- (4) Operating Procedure.
- (5) Weight or Weight and Balance.
- (6) Maintenance Procedures.
- (7) Interchangeability.
- (8) Service Life.
- (9) Tools and Support Equipment.
- (10) Data.

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- (a) Pilots Handbook.
- (b) Maintenance Handbook.
- (c) Overhaul Handbook.
- (d) Parts Catalog.

1. Man-hours to accomplish - The contractor will indicate the man-hours to accomplish a Change Proposal and the recommended level of accomplishment as operating activity, field maintenance, or overhaul.

2. Source of Parts - The source of parts for kits will be shown as contractor, vendor, or Air Force furnished.

3. Kit Availability - The approximate date kits will be available will be given.

4. Spare Parts Affected - All spare parts which will be affected by the proposal must be listed together with the recommended disposition.

7. Minimum Requirements:

Engineering Studies will contain the first nine listed items (a. thru i.) of information as a minimum. Change Proposals will contain the first ten listed items (a. thru j.) as a minimum. All remaining information listed must be furnished before Change Proposals are incorporated as Service Bulletins. Service Bulletins published as a result of adoption of a Change Proposal will reflect the following information:

Authority for Issue: Change Proposal No. \_\_\_\_\_. Approved \_\_\_\_\_.  
(Insert date of Communication approving the Change Proposal).

8. Assignment of Priority:

Contractor will recommend the priority of effort to be assigned to a Change Proposal at the time of submission. The approving authority will assign the level of priority at the time of approval. Priorities will be defined as follows:

a. Emergency - Effort to preclude aircraft grounding or to lift an aircraft grounding or restriction seriously affecting combat readiness or mission accomplishment.

b. Urgent - Improve mission accomplishment or effectiveness and/or to correct situations bordering on safety of flight.

c. Routine - Product improvement and corrective type items.

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Company Name		ENGINEERING STUDY <input type="checkbox"/>		Proposal No.	
DATE		CHANGE PROPOSAL <input checked="" type="checkbox"/>			
		AFFECTS: WSPO <input type="checkbox"/>		PROJECT <input type="checkbox"/>	
NAME OF MAJOR COMPONENT		PART OR LOWEST SUBASSEMBLY		PART NO. & MODEL OR TYPE	
TITLE OF PROPOSAL:					
NATURE OF PROPOSAL:					
REASON FOR PROPOSAL:					
ES		ESTIMATED COST AND TIME INVOLVED: ADDITIONAL FUNDING REQUIRED:			
CP		ESTIMATED COST FOR KITS OR PARTS: ADDITIONAL FUNDING REQUIRED:			
ITEMS AFFECTED BY PROPOSAL:					
Safety <input type="checkbox"/>	Mission Effec- tiveness <input type="checkbox"/>	Perform- ance <input type="checkbox"/>	Operating Procedure <input type="checkbox"/>	Inter- Change- ability <input type="checkbox"/>	Weight or Weight & Balance <input type="checkbox"/>
Tools & Support Equipment <input type="checkbox"/>	Mainte- nance Procedure <input type="checkbox"/>	Servic Life <input type="checkbox"/>	Flight Manual <input type="checkbox"/>	Mainte- nance Manual <input type="checkbox"/>	
EST. MAN/HRS. REQ'D. TO ACCOMPLISH CHANGE IN FIELD					
SOURCE OF PARTS FOR KIT			AVAILABILITY _____ WEEKS AFTER APPROVAL		
DISPOSITION OF SPARES AFFECTED					
INITIATED BY:		<b>SECRET</b>		APPROVED: WSPO PROJECT	